

STEPS FOR POSTDOC REGISTRATION/HIRING

1. BUDGET:

Postdoctoral fellows who are paid through McGill University research funds are classified as *Postdoctoral Researchers* and are considered to be McGill *employees*. Since they are unionized (AMURE), minimum salaries and regular increases have been negotiated in their collective agreement as follows. Note: The collective agreement is currently being renegotiated.

June 1, 2020: \$34,611 + benefits

The estimated benefits are 25% - 28% in addition to salary

Annual salary increase for active postdocs on June 1, 2020: 1.5%

As employees, their income is taxable and, if they meet minimum salary criteria, they are eligible for coverage under the McGill Supplemental Health and Dental plans, as well as Life insurance. The PI's fund will be charged for the employer's contribution to benefits on top of the salary being paid to the Postdoctoral Researcher. **Before inviting a Postdoctoral Fellow to your lab, please consult the Budget Information for Researchers webpage to confirm the total costs associated with hiring:** <https://mcgill.ca/research/research/proposal/budget>.

For help with funding and benefits estimates, please contact the **Financial Service Team (FST)**.

2. INVITATION:

The PI sends a letter of invitation to the candidate with a copy to the **AES HR Advisor** and your unit's contact in **MacOGS** and the **Administrative Hub/Parasitology**.

***If candidate is international, please contact the **HR Advisor** in order to complete necessary steps to obtain work permit. The **HR Advisor** will send **MacOGS** the name of the PI and postdoc candidate, as well as a copy of the candidate's CV. The **HR Advisor** will provide **MacOGS** and PI with the estimated work permit processing times per country of origin for international postdoc candidates being invited. For more information: <https://www.mcgill.ca/gps/postdocs/international>*

3. REGISTRATION:

- a. The postdoctoral candidate must submit a completed registration package to **MacOGS**.
NOTE: The benefits calculation should not be included in the salary amount indicated on the Letter of Agreement (LOA).
- b. **MacOGS** will send the **Admin Hub/Parasitology** the final registration package along with a copy of the postdoctoral registration e-mail from Enrolment Services.

4. SALARY PAYMENT:

The **Admin Hub/Parasitology** will issue an HR Letter of Appointment to Postdoctoral Researchers/Scholars paid from McGill funds. This HR Letter confirms the funding arrangement established in the LOA and clarifies other conditions of their McGill employment. **Note:** This final letter can only be initiated once the Postdoctoral candidate's registration is confirmed by Enrolment Services; and once an international postdoc arrives and submits the official "paper" work permit.

*** In order for the **Admin Hub/Parasitology** to process an appointment and begin payment, the PI must ensure that funds are OPEN and provide Fund(s)/FOAPAL(s) (as well as percentage breakdown if two or more FOAPALS). Please ensure that the postdoctoral candidate is aware that there may be a delay of 2-4 weeks before receiving the first pay (especially in the case of international candidates or where funding is not yet active at start date). ***

Financial Service Team (FST)

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Administrative Hub/Parasitology

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For more information, please visit: <https://www.mcgill.ca/gps/postdocs>